

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 10/20/08	NUMBER 05.01.140
SUBJECT PRISONER PLACEMENT AND TRANSFER		SUPERSEDES 05.01.140 (12/19/03)	
		AUTHORITY MCL 769.2a, 791.201, 791.203, 791.261, 791.264, 791.265; Administrative Rule 791.4401	
		ACA STANDARDS 4-4096, 4-4295, 4-4296, 4-4307, 4-4311, 4-4414.	
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## POLICY STATEMENT:

The Department shall establish facility security level designations and ensure that Correctional Facilities Administration (CFA) prisoners are placed in the least restrictive security level which is necessary and available.

## RELATED POLICY:

04.04.135 Custodial Transportation of Offenders  
05.01.130 Prisoner Security Classification  
05.01.142 Special Alternative Incarceration Program

## POLICY:

### TRANSFER SCREENING AND AUTHORIZATION

- A. Prisoners shall be placed in the Special Alternative Incarceration Program (SAI) consistent with the standards set forth in PD 05.01.142 "Special Alternative Incarceration Program". The placement of all other prisoners shall be consistent with the standards set forth in Administrative Rule 791.4401. Prisoners shall be screened as required in PD 05.01.130 "Prisoner Security Classification" to determine their appropriate security level. A new Security Classification Screen - Review - Male Prisoners Only form (CSJ-481) or Security Classification Screen - Review - Female Prisoners Only form (CSJ-483), as appropriate, shall be prepared if required pursuant to PD 05.01.130.
- B. Transfers shall be initiated by a Security Classification Committee (SCC) except as otherwise provided in this policy. If a prisoner classified to administrative segregation is transferred, the decision whether to reduce custody shall be made by the receiving institution, except when a prisoner is being released from an in-patient psychiatric unit or as otherwise approved by the CFA Deputy Director or designee. A prisoner who is being released from an in-patient psychiatric unit who is in need of placement in the Secure Status Outpatient Treatment Program (SSOTP) or Residential Treatment Program (RTP) shall be reclassified as needed to allow such placement unless otherwise approved by the CFA Deputy Director or designee. Similarly, a prisoner who is being released from an in-patient psychiatric unit who has a period of detention to serve shall have the detention period waived as needed for placement in the SSOTP or RTP consistent with PD 03.03.105 "Prisoner Discipline" unless otherwise approved by the CFA Deputy Director or designee.
- C. A prisoner who has been specifically placed in a facility by order of the CFA Deputy Director or designee, as stated on the Transfer Order (CSJ-134), shall not be transferred from that facility unless approved by the CFA Deputy Director or designee.
- D. Except as provided in Paragraphs E and F, only the CFA Deputy Director or designee shall approve the following prisoner transfers:
  1. Into or out of security Level IV or V;
  2. All increases in security level;

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3. To a security level equal to the security level of the sending facility unless the transfer is to security Level I;
  4. Into or out of a camp other than Camp Cassidy Lake. All transfers to a camp must be processed as set forth in Paragraphs O through S, except that transfers to Camp Cassidy Lake shall be processed as set forth in PD 05.01.142 "Special Alternative Incarceration Program";
  5. All transfers not meeting the eligibility criteria set forth in the attachments to this policy directive;
  6. All transfers during non-business hours.
- E. Subject to the eligibility criteria set forth in this policy, reception facility staff may transfer prisoners to security Level I through IV, except into a camp.
  - F. A Warden of an institution with multiple security levels may authorize the transfer of a prisoner to another security level within that institution, except into or out of a camp. A Warden who supervises more than one institution may authorize the transfer of a prisoner between those institutions, except into or out of a camp.
  - G. Staff shall ensure that transferring prisoners receive appropriate file review for Special Problem Offender Notices and medical and psychiatric clearance prior to transfer. This shall include a review of the Department's computerized database (e.g., CMIS, OMNI), as needed. Appropriate Bureau of Health Care Services (BHCS) staff shall notify the Warden or designee if a prisoner has a medical condition which necessitates any special travel restrictions or needs (e.g., transported lying down); the Warden or designee shall ensure this information is listed on the appropriate transportation detail. A prisoner with medical or mental health service needs shall not be transferred to a camp unless first cleared for placement in accordance with medical screening criteria developed by BHCS.
  - H. A Transfer Order shall be used for routine transfers and emergency medical, psychiatric, and security transfers; however, a Basic Information form (CSX-104) shall be used instead at reception facilities when transferring prisoners with a new commitment. Transfer Orders shall include the purpose of transfer, program information, Special Problem Offender Notice information, Security Threat Group (STG) designation, assaultive and property risk designations, current security screening designations, current special accommodation notices or medical details, and any pertinent information as to special precautions which should be taken with that prisoner.
  - I. The appropriate Record Office, Counselor, and Education files and health records shall accompany prisoners transferring to a CFA facility, except that Record Office files for prisoners transferring to a camp other than Camp Cassidy Lake shall be forwarded to the institution's Record Office. Record Office files for prisoners transferring to Camp Cassidy Lake for SAI placement shall be maintained in an area at Camp Cassidy Lake designated by the Warden of the Cooper Street Correctional Facility (JCS) in accordance with PD 01.04.130 "Prisoner Commitment Files".
  - J. Ordinarily, a pending major misconduct or other administrative hearing, Parole Eligibility/Lifer Review Report, or disciplinary time/good time credit review is to be completed prior to a prisoner's transfer. If this is not possible, the sending institution shall notify the receiving institution as soon as possible of the need to conduct the hearing or complete the report or review and the appropriate documents sent to the receiving institution as soon as possible. Receiving staff shall ensure the major misconduct hearing is scheduled, or the administrative hearing, Parole Eligibility/Lifer Review Report, or disciplinary time/good time credit review is completed, in a timely manner.
  - K. A prisoner scheduled for a Parole Board interview or parole violation hearing shall be transferred only if the transfer is unavoidable. The Administrator of the Office of the Parole Board shall ensure that Wardens or their designees are provided notice of interviews and hearings scheduled at their respective institutions; the sending staff shall notify the Office of the Parole Board as soon as it is known that the prisoner must be transferred.

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- L. Sending staff shall notify receiving staff in advance of impending prisoner transfers, whether of a routine, forced feed, or emergency nature. Transfer information shall include number of transferring prisoners, expected time of arrival, identity of prisoners requiring special handling for security, court appearance or medical reasons, and anticipated logistical problems such as missing property or records.
- M. Receiving staff shall notify the CFA Deputy Director or designee in writing of transfers received in violation of this policy.

#### SECURE LEVEL I INSTITUTIONS

- N. Secure Level I institutions are those Level I institutions that have secure perimeters (i.e., double fences, concertina wire, and a perimeter detection system) and have an armed alert response vehicle patrolling the perimeter of the institution. Access into and out of the institution shall be controlled.

#### CAMP PLACEMENT

- O. This section does not apply to SAI placement at Camp Cassidy Lake; SAI placement shall be in accordance with PD 05.01.142 "Special Alternative Incarceration Program".
- P. All prisoners identified for transfer to a camp must be approved by the Warden or, in the Warden's absence, the Deputy Warden of the sending institution. The CFA Deputy Director or designee shall determine at which camp to place a prisoner approved for camp placement, in accordance with placement criteria set forth in this policy.
- Q. Male prisoners approved for placement in a camp shall be initially placed in a camp, as identified on Attachment G, based on the following:
  - 1. Placement shall initially be in a Region I camp if the prisoner transferred directly from a jail or CFA reception facility, including as a parole violator or Community Residential Programs (CRP) returnee.
  - 2. Placement may initially be in a Region II camp if the prisoner is within 36 months of his earliest release date (ERD), has served the immediately preceding 12 months in a Department facility in the Upper Peninsula, and is either not required to attend school or has been making satisfactory progress in school.
- R. A male prisoner housed in a Region I camp shall not be transferred to a Region II camp unless the prisoner has been housed in a Region I camp for at least 12 continuous months, during which time the prisoner demonstrated at least six months satisfactory conduct, including the following:
  - 1. The prisoner has received a satisfactory performance rating on a work or public works assignment if not required to attend school; or,
  - 2. The prisoner is making satisfactory progress in school if required to attend school.
- S. A prisoner who is required to attend school shall be placed in a camp where such programming is available.

#### MICHIGAN PRISONER REENTRY INITIATIVE (MPRI) IN-REACH FACILITIES

- T. MPRI in-reach facilities offer specialized programming, assessment, and transition services to assist prisoners in their successful transition into the community.
- U. Prisoners who are granted a parole contingent upon receipt of MPRI in-reach services shall be transferred to the in-reach facility servicing the county to which the prisoner will parole, as identified in

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Attachment H of this policy. If the prisoner is subsequently denied parole, the Warden or designee may discontinue providing in-reach services to the prisoner; in such cases, the Warden or designee shall ensure that the CFA Classification Director is notified so that the prisoner may be transferred to another facility, if appropriate.

### PSYCHIATRIC UNITS

- V. For purposes of this policy, a psychiatric unit is defined as an inpatient psychiatric unit, a Crisis Stabilization Program (CSP), an SSOTP, or an RTP. Institutions with psychiatric services are identified in the attachments to this policy. Institutions with outpatient mental health teams are not considered psychiatric units.
- W. In-patient mental health services are provided at the Huron Valley Complex - Men (HVM) and Huron Valley Complex - Women (WHV) for prisoners identified as suffering from serious mental illness/severe mental disorders. Evaluations to determine if a prisoner is in need of psychiatric services at HVM and WHV also are provided in accordance with PD 04.06.183 "Voluntary and Involuntary Treatment of Mentally Ill Prisoners".
- X. A Request for Prisoner Transfer for Health Reasons (CHX-165) shall be completed for all transfers into any psychiatric unit. Staff also shall complete a Transfer Order which shall include the information discussed in Paragraphs G and H of this policy and the name of the treatment team member or, for HVM and WHV, the psychiatrist or designee authorizing the transfer. All transfers into psychiatric units for evaluation also require the approval of the CFA Deputy Director or designee.
- Y. Prisoner property shall be sent with a prisoner who has been transferred to a psychiatric unit for evaluation. If the prisoner is admitted, s/he shall be managed consistent with his/her treatment plan, regardless of security classification. If the prisoner is not admitted, staff shall complete a Transfer Order and the prisoner shall be returned to either the sending institution or another appropriate institution within three business days. All other prisoners transferring from a psychiatric unit shall be transferred within five business days after receipt of an approved Transfer Order, except if the transfer is to another psychiatric unit.

### SPECIAL PROBLEM OFFENDER NOTICE

- Z. Except if separated by the security perimeter of the institution (i.e., placement in a camp or dormitory), a prisoner identified on a Special Problem Offender Notice form (CAJ-544) shall not be housed in the same institution as another prisoner identified on the form unless prior approval is received from the CFA Deputy Director or designee. This restriction does not apply at a reception facility; however, necessary precautions shall be taken to keep the prisoners separate, including expediting transfer processing.
- AA. A prisoner identified on a Special Problem Offender Notice form shall not be housed in a non-reception facility in which an immediate family member identified on the form is employed without prior approval of the CFA Deputy Director or designee. Requests for such approval shall be submitted by the Warden requesting the placement with supporting rationale as to why such placement would be appropriate.

### HOUSING FOR PRISONERS WITH PHYSICAL DISABILITIES

- BB. Due to the unique needs of prisoners who are vision or hearing impaired, use wheelchairs, or have other physical disabilities that require barrier-free access to housing and other services, care must be taken to ensure that these prisoners are not placed in institutions that are unable to meet their needs. Institution staff shall refer to the BHCS Onsite Health Care Services Grid to determine where the prisoner's needs can be met at the appropriate custody level and indicate the prisoner's needs on the Transfer Order. If BHCS initiates the transfer, BHCS staff shall complete the Request for Prisoner Transfer for Health Reasons form.

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- CC. Except at the Lakeland Correctional Facility or in a segregation unit, prisoners who are placed in barrier-free housing must be completely independent in activities of daily living (e.g., feeding, bathing, transferring to the bathroom). However, a prisoner who requires assistance for transport only (e.g., to be wheeled to and from meals, assignment, recreation activities) may be placed in barrier-free housing. A prisoner helper shall be assigned to the prisoner. The prisoner helper shall assist in the transport of the prisoner only; the prisoner helper shall not provide personal care.
- DD. If staff have difficulty in placing a prisoner with a disability, the CFA Deputy Director or designee shall be contacted for assistance.

#### HOLMES YOUTHFUL TRAINEE ACT

- EE. All offenders who are committed under the Holmes Youthful Trainee Act shall be housed at the Thumb Correctional Facility (TCF) or WHV as set forth in the attachments to this policy unless specific approval for alternate placement is obtained in advance from the CFA Deputy Director or designee.

#### YOUTHFUL PRISONERS

- FF. All prisoners who are under 17 years of age shall be housed in specialized areas at TCF or, to the extent practicable, WHV unless the prisoner requires residential psychiatric or medical care, is approved for placement in a Social Skills Development Unit pursuant to PD 05.01.120 "Social Skills Development Program", or specific approval for alternate placement is obtained from the CFA Deputy Director or designee.
- GG. In addition to approval from the CFA Deputy Director or designee, Warden or designee approval is required if alternative placement for a youthful prisoner is needed for either of the following reasons:
1. The prisoner poses an undue risk of harm to others within the unit (e.g., high assaultive risk; SPON).
  2. A Qualified Mental Health Professional (QMHP) or Qualified Health Professional (QHP) has documented that the prisoner would benefit from other placement.

In such cases, a written statement providing the specific reasons for the alternative placement and a case-management plan specifying what behavior or condition needs to be modified before the prisoner may be eligible to return to the unit shall be submitted to the Warden or designee for approval. Each case for which the CFA Deputy Director or designee approves alternative placement shall be reviewed with the prisoner at least quarterly by the Security Classification Committee to determine whether the prisoner should be returned to the youthful prisoner housing at TCF or WHV; if the prisoner is in segregation, placement also shall be reviewed in accordance with PD 04.05.120 "Segregation Standards".

- HH. Youthful prisoners at TCF and, to the extent practicable, WHV shall have no more than incidental sight or sound contact with prisoners 17 years of age or older in living, program, dining, or other common areas of those institutions. Any other sight or sound contact with prisoners 17 years of age or older shall be minimized, brief, and in conformance with Department policy.

#### OTHER CONSIDERATIONS

- II. A transferred prisoner shall be screened within 24 hours of arrival at the receiving facility to identify any history of sexually aggressive behavior and to assess the prisoner's risk of sexual victimization at that facility due to his/her age, physical stature, history, or physical or mental disabilities. This shall be documented in writing and considered when making housing and bed assignments at that facility. A prisoner who staff believe is likely to be preyed upon by other prisoners or is likely to be sexually aggressive shall not be placed in a multiple occupancy setting but shall be housed individually in a room/cell which is capable of being closely monitored by staff.

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- JJ. A prisoner whose management or confinement level is Level IV or V as indicated on the most recent Security Classification Screen form shall not be placed in the Richard A. Handlon Correctional Facility (MTU). This does not apply to prisoners in need of placement in the Social Skills Development Unit pursuant to PD 05.01.120 "Social Skills Development Program" or an RTP, or as otherwise specifically approved by the CFA Deputy Director.
- KK. A prisoner reclassified from CRP as a result of an escape misconduct shall not be housed in non-secure Level I without the approval of the CFA Deputy Director or designee if the misconduct was the result of being on escape status for four or more hours. This restriction does not apply once the prisoner has been granted a parole as indicated on the Notice of Action/Parole Board (CAX-114); however, if the parole is subsequently suspended, continued placement in non-secure Level I requires the approval of the CFA Deputy Director or designee.
- LL. Consistent with requirements set forth in PD 04.04.113 "Security Threat Groups", a prisoner designated as a Security Threat Group member shall not be placed in an open dormitory or bay setting.
- MM. Consistent with requirements set forth in PD 05.01.150 "Sexual Predator Designations", a prisoner currently designated as a sexual predator shall not be placed in a double-bunked cell or room.
- NN. Information about a prisoner's sexual orientation that is unrelated to the prisoner's behavior shall not be used by staff for any purpose, including placement and transfer decisions. However, any prisoner housed in a multiple occupancy setting who is found guilty of major misconduct for engaging in sexual activity with another prisoner shall be referred to SCC for review of his/her placement. If it is determined that the prisoner requires single occupancy housing, that housing shall be provided only in a security level that is the same or higher than that which the prisoner is currently housed.
- OO. Subject to Paragraph PP, male prisoners in institutions with multiple security levels shall not be allowed to have contact with prisoners of a different security level at that institution except for the following services or functions, unless otherwise approved by the CFA Deputy Director:
1. To participate in academic or career and technical (i.e., "vocational") education programming;
  2. To receive health care services, including mental health and psychological services;
  3. To participate in meetings of the Warden's Forum, the Prisoner Benefit Fund, or the Store Committee;
  4. To give or receive legal assistance in the Legal Writer Program;
  5. For food service, maintenance, or other work assignments held by prisoners at security Level I or II who provide essential services at the institution, as determined by the Warden.
- PP. Mixing security levels at the Scott Correctional Facility (SCF) and WHV, and for the purposes outlined in Paragraph OO for male prisoners, shall be permitted only if the Warden determines that the service or function cannot be adequately maintained without such contact. In all cases where mixing of security levels is allowed, the Warden shall ensure that appropriate supervision is provided.

#### ATTACHMENTS

- QQ. This policy includes the following attachments, which identify the prisoner placement criteria for reception facilities, and each security level at each CFA institution:
1. Attachment A - Reception Facilities
  2. Attachment B - Level V

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3. Attachment C - Level IV
4. Attachment D - Level III
5. Attachment E - Level II
6. Attachment F - Secure Level I
7. Attachment G - Level I

RR. This policy also includes the following attachment:

1. Attachment H - MPRI In-Reach Facilities.

#### PROCEDURES

SS. Wardens shall ensure that operating procedures are developed to implement requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

#### AUDIT ELEMENTS

TT. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 09/29/08

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## **ATTACHMENT A**

### **RECEPTION FACILITIES**

#### **CHARLES EGELER RECEPTION AND GUIDANCE CENTER (RGC)**

1. Males of all ages who are recent parole violators, CRP returnees, or SAI prisoner escapees who do not have new sentences to be served with the Department.
2. Males of all ages who are recent court commitments (including parole violators and CRP returnees with new sentences to be served with the Department), prison escapees, or medical/psychiatric transfers.

#### **ROBERT SCOTT CORRECTIONAL FACILITY - RECEPTION CENTER (SRC)**

Females of all ages who are recent court commitments (including those committed under the Holmes Youthful Trainee Act, parole violators, CRP returnees, and SAI prisoner escapees) and prison escapees.

#### **THUMB CORRECTIONAL FACILITY (TCF)**

All males committed to Department custody under the Holmes Youthful Trainee Act.



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## ATTACHMENT B

### LEVEL V

#### **ALGER MAXIMUM CORRECTIONAL FACILITY (LMF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **BARAGA MAXIMUM CORRECTIONAL FACILITY (AMF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **DUANE L. WATERS HEALTH CENTER (DWH)**

Males and females of all ages and security levels determined by a Qualified Health Professional to be in need of medical services provided there. Male prisoners will be assigned to a parent institution in the Jackson Clinical Complex. Female prisoners will remain on the sending institution's count.

**NOTE:** Males and females under 17 years of age committed to Department custody shall not be allowed to have contact with prisoners 17 years of age or older except as approved by the CFA Deputy Director or designee.

#### **IONIA MAXIMUM CORRECTIONAL FACILITY (ICF)**

Males 17 years of age or older.

Secure Status Outpatient Treatment Program (SSOTP): Males of all ages requiring security level V who are diagnosed as mentally ill and determined by a psychiatrist to be in need of SSOPT services.

Crisis Stabilization Program (CSP): Males of all ages and all security levels requiring psychiatric evaluation, as determined by a psychiatrist or designee.

#### **MARQUETTE BRANCH PRISON (MBP)**

Males 17 years of age or older who are not diagnosed as mentally ill.

Infirmery: Males of all ages and security levels determined by a Qualified Health Professional to be in need of medical services provided there.

**NOTE:** This institution also operates as an intake center for male prisoners of any age who are recent court commitments, escapees, parole violators, or CRP returnees from the Upper Peninsula awaiting transfer to an appropriate institution for processing.

#### **ROBERT SCOTT CORRECTIONAL FACILITY (SCF)**

Females of all ages.

#### **STANDISH MAXIMUM CORRECTIONAL FACILITY (SMF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

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## ATTACHMENT C

### LEVEL IV

#### **BELLAMY CREEK CORRECTIONAL FACILITY (IBC)**

Males 17 years of age or older.

#### **CARSON CITY CORRECTIONAL FACILITY (DRF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **CHIPPEWA CORRECTIONAL FACILITY (URF)**

Males 17 years of age or older.

#### **EARNEST C. BROOKS CORRECTIONAL FACILITY (LRF)**

Males 17 years of age or older.

#### **G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **GUS HARRISON CORRECTIONAL FACILITY (ARF)**

Males 17 years of age or older.

Residential Treatment Program (RTP): Males of all ages requiring security level IV or V who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

#### **HURON VALLEY COMPLEX - MEN (HVM)**

1. Males 17 years of age or older.
2. Males of all ages requiring security level IV or higher who require inpatient medical care.

Residential Treatment Program (RTP): Males of all ages requiring security level IV or V who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

Inpatient Psychiatric Unit: Males of all ages and security levels, including administrative segregation, needing inpatient psychiatric care as determined by a psychiatrist or designee. Prisoners in the inpatient psychiatric unit shall be managed consistent with his/her treatment plan, regardless of security classification.

Crisis Stabilization Program (CSP): Males of all ages and all security levels requiring psychiatric evaluation, as determined by a psychiatrist or designee.

Infirmmary: Males of all ages and security levels determined by a Qualified Health Professional to be in need of medical services provided there.

#### **MACOMB CORRECTIONAL FACILITY (MRF)**

Males 17 years of age or older.

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**ATTACHMENT C - continued**

**LEVEL IV**

**OAKS CORRECTIONAL FACILITY (ECF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

**ROBERT SCOTT CORRECTIONAL FACILITY (SCF)**

Females of all ages.

Residential Treatment Program (RTP): Females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

**ST. LOUIS CORRECTIONAL FACILITY (SLF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

**SAGINAW CORRECTIONAL FACILITY (SRF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

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**ATTACHMENT D**

**LEVEL III**

**CHIPPEWA CORRECTIONAL FACILITY (URF)**

Males 17 years of age or older.

**ST. LOUIS CORRECTIONAL FACILITY (SLF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

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## ATTACHMENT E

### LEVEL II

#### **BELLAMY CREEK CORRECTIONAL FACILITY (IBC)**

Males 17 years of age or older.

#### **CARSON CITY CORRECTIONAL FACILITY (DRF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **EARNEST C. BROOKS CORRECTIONAL FACILITY (LRF)**

Males 17 years of age or older.

#### **G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)**

Males 17 years of age or older.

#### **GUS HARRISON CORRECTIONAL FACILITY (ARF)**

Males 17 years of age or older.

#### **HURON VALLEY COMPLEX – WOMEN (WHV)**

Females 17 years of age or older

Inpatient Psychiatric Unit: Females of all ages and security levels, including administrative segregation, needing inpatient psychiatric care as determined by a psychiatrist or designee. Prisoners in the inpatient psychiatric unit shall be managed consistent with his/her treatment plan, regardless of security classification.

Crisis Stabilization Program (CSP): Females of all ages and all security levels requiring psychiatric evaluation, as determined by a psychiatrist or designee.

Infirmmary: Females of all ages and security levels determined by a Qualified Health Professional to be in need of medical services provided there.

Residential Treatment Program (RTP): Females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services

#### **IONIA MAXIMUM CORRECTIONAL FACILITY (ICF)**

Males 21 years of age or older who do not require remedial education and who are not diagnosed as mentally ill.

#### **KINROSS CORRECTIONAL FACILITY (KCF)**

Males 17 years of age or older.

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## ATTACHMENT E - continued

### LEVEL II

#### **LAKELAND CORRECTIONAL FACILITY (LCF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

Special Needs Unit: Males who have been identified by BHCS as needing the services provided who meet all of the following criteria:

1. Ambulatory, including those with walker or wheelchair and able to move from bed to chair without assistance;
2. Able to eat, shower, and dress without assistance;
3. Continent for both bladder and bowel;
4. Well controlled by diet or medication if chronic medical or psychiatric condition exists;
5. Unable to handle a routine work or school assignment.

#### **MACOMB CORRECTIONAL FACILITY (MRF)**

Males 17 years of age or older.

#### **MICHIGAN REFORMATORY (RMI)**

Males 17 years of age or older.

#### **MOUND CORRECTIONAL FACILITY (NRF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **MUSKEGON CORRECTIONAL FACILITY (MCF)**

Males 17 years of age or older.

#### **NEWBERRY CORRECTIONAL FACILITY (NCF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **RICHARD A. HANDLON CORRECTIONAL FACILITY (MTU)**

Males 17 years of age or older.

Residential Treatment Program (RTP): Males of all ages requiring security Level I, II, III, or, with approval of the CFA Deputy Director or designee, IV who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

Social Skills Development Unit (SSDU): Males of all ages requiring security Level I, II, or III who meet criteria set forth in PD 05.01.120 "Social Skills Development Program".

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## ATTACHMENT E - continued

### LEVEL II

#### ROBERT SCOTT CORRECTIONAL FACILITY (SCF)

Females of all ages.

#### RYAN CORRECTIONAL FACILITY (RRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

Dialysis Unit: Males identified by BHCS as being in need of dialysis.

#### SAGINAW CORRECTIONAL FACILITY (SRF)

Males 17 years of age or older who are not diagnosed as mentally ill.

#### STRAITS CORRECTIONAL FACILITY (KTF)

Males 17 years of age or older not diagnosed as mentally ill.

#### THUMB CORRECTIONAL FACILITY (TCF)

Males of all ages; if 18 years of age or older, cannot be diagnosed as mentally ill.

Youthful Offenders: All males under 17 years of age.

Youthful Trainees: All males under 21 years of age committed to Department custody under the Holmes Youthful Trainee Act.

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## ATTACHMENT F

### SECURE LEVEL I

#### **BOYER ROAD CORRECTIONAL FACILITY (OTF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **COOPER STREET CORRECTIONAL FACILITY (JCS)**

Males 17 years of age or older who are not diagnosed as mentally ill.

**NOTE:** This institution also operates as a processing center for male prisoners approved for camp placement and for male prisoners paroling from a camp.

#### **DEERFIELD CORRECTIONAL FACILITY (ITF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **FLORENCE CRANE CORRECTIONAL FACILITY (ACF)**

Males 17 years of age or older.

#### **G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)**

Males 17 years of age or older.

#### **HIAWATHA CORRECTIONAL FACILITY (HTF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **HURON VALLEY COMPLEX – WOMEN (WHV)**

Females 17 years of age or older.

Residential Treatment Program (RTP): Females of all ages and security levels who are diagnosed as mentally ill and determined by a psychiatrist to be in need of RTP services.

Youthful Offenders: All females under 17 years of age.

Youthful Trainees: All females under 21 years of age committed to Department custody under the Holmes Youthful Trainee Act.

#### **MID-MICHIGAN CORRECTIONAL FACILITY (STF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **OJIBWAY CORRECTIONAL FACILITY (OCF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

#### **PARR HIGHWAY CORRECTIONAL FACILITY (ATF)**

Males 17 years of age or older who are not diagnosed as mentally ill.



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**ATTACHMENT F - continued**

**SECURE LEVEL I**

**PINE RIVER CORRECTIONAL FACILITY (SPR)**

Males 17 years of age or older who are not diagnosed as mentally ill.

**PUGSLEY CORRECTIONAL FACILITY (MPF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

**WEST SHORELINE CORRECTIONAL FACILITY (MTF)**

Males 17 years of age or older who are not diagnosed as mentally ill.

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## ATTACHMENT G

### LEVEL I

#### **CAMP**

#### **INSTITUTION**

Regional designations are only for the purposes identified in Paragraphs O through S of this policy.

#### **REGION I**

Camp Cusino (CCU)	Alger Maximum Correctional Facility (LMF)
Camp Kitwen (CKT)	Baraga Maximum Correctional Facility (AMF)
Camp Ottawa (COT)	Ojibway Correctional Facility (OCF)

#### **REGION II**

Camp Branch (CDW)	Florence Crane Correctional Facility (ACF)
Camp Lehman (CLE)	Standish Maximum Correctional Facility (SMF)

#### **REGION III**

Camp Valley (CVH)	Huron Valley Complex – Women (WHV)
Camp White Lake (CWL)	Robert Scott Correctional Facility (SCF)

Camp Valley and Camp White Lake house females of all ages. All other camps, except Camp Cassidy Lake, house males 17 years of age or older. Offenders shall be placed at Camp Cassidy Lake only as set forth in PD 05.01.142 "Special Alternative Incarceration Program". All other camps shall accept only prisoners who meet both of the following criteria:

1. Not serving for, or having a history of, a sexual offense or an offense connected with a sexual act;
2. Not serving for, or having a history of, arson behavior unless the arson was committed for profit (insurance fraud). Prisoners serving for, or having a history of, arson behavior considered to be a thrill type of offense (pyromania) shall not be placed at any camp.

#### **INSTITUTIONS**

##### **BARAGA MAXIMUM CORRECTIONAL FACILITY (AMF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

##### **BELLAMY CREEK CORRECTIONAL FACILITY (IBC)**

Dormitory: Males 17 years of age or older who meet all of the following criteria:

1. Not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act;
2. Not granted a security classification waiver;
3. Not diagnosed as mentally ill.

##### **CARSON CITY CORRECTIONAL FACILITY (DRF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

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## ATTACHMENT G - continued

### LEVEL I

#### **CHARLES EGELER RECEPTION AND GUIDANCE CENTER (RGC)**

A, B, D, and E Wings of C-Unit: Males 17 years of age or older who meet both of the following criteria:

1. Have special medical or dietary needs requiring placement near DWH services;
2. Have not been granted a security classification departure or waiver, unless otherwise approved by the CFA Deputy Director or designee.

C and D Wing of C-Unit: Males 17 years of age or older who meet both of the following criteria:

1. Are generally able to handle a routine work assignment;
2. Not serving for, and do not have a history of, a sexual offense or for an offense connected with a sexual act;
3. Not granted a security classification waiver.

#### **CHIPPEWA CORRECTIONAL FACILITY (URF)**

Males 17 years of age or older who are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

#### **EARNEST C. BROOKS CORRECTIONAL FACILITY (LRF)**

Males 17 years of age or older who are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

#### **G. ROBERT COTTON CORRECTIONAL FACILITY (JCF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

#### **GUS HARRISON CORRECTIONAL FACILITY (ARF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

#### **KINROSS CORRECTIONAL FACILITY (KCF)**

K-Unit: Males 17 years of age or older who meet both of the following criteria:

1. Not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act;
2. Not serving for, and do not have a history of, arson behavior, unless the arson was committed for profit (insurance fraud). Prisoners serving for, or having a history of, arson behavior considered to be a thrill type of offense (pyromania) shall not be placed in this unit.

#### **MACOMB CORRECTIONAL FACILITY (MRF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

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**ATTACHMENT G - continued**

**LEVEL I**

**MARQUETTE BRANCH PRISON (MBP)**

Dormitories: Males 17 years of age or older who are not diagnosed as mentally ill.

**PARNALL CORRECTIONAL FACILITY (SMT)**

Males 17 years of age or older.

**ROBERT SCOTT CORRECTIONAL FACILITY (SCF)**

Females of all ages.

**SAGINAW CORRECTIONAL FACILITY (SRF)**

Males 17 years of age or older who are not diagnosed as mentally ill and are not serving for, and do not have a history of, a sexual offense or an offense connected with a sexual act.

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## ATTACHMENT H

### MPRI IN-REACH FACILITIES

#### INSTITUTION

#### SERVICING COUNTIES

Bellamy Creek Correctional Facility (IBC)	Kent, Ingham, Clinton, Eaton, Allegan
Cooper Street Correctional Facility (JCS)	Wayne
G. Robert Cotton Correctional Facility (JCF)	Statewide (Medical Cases)
Gus Harrison Correctional Facility (ARF)	Statewide (Outpatient Mental Health Cases)
Huron Valley Complex - Men (HVM)	Statewide (Outpatient and Inpatient Mental Health Cases)
Huron Valley Complex - Women (WHV)	Statewide
Macomb Correctional Facility (MRF)	Macomb, Oakland, Livingston
Mound Correctional Facility (NRF)	Wayne, Monroe
Parnall Correctional Facility (SMT)	Hillsdale, Lenawee, St. Joseph, Barry, Calhoun, Branch, Jackson, Washtenaw, Kalamazoo
Pugsley Correctional Facility (MPF)	All Counties Not Otherwise Identified
Ryan Correctional Facility (RRF)	Wayne, Monroe
Saginaw Correctional Facility (SRF)	Shiawassee, Midland, Bay, Huron, Tuscola, Sanilac, Lapeer, Saginaw, Genesee, St. Clair
West Shoreline Correctional Facility (MTF)	Muskegon, Van Buren, Cass, Berrien, Oceana, Ottawa, Mason, Lake, Osceola, Newaygo, Mocola, Isabella, Montcalm, Gratiot, Ionia